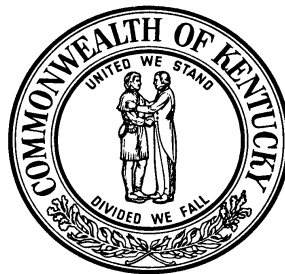


**REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS  
AGREED-UPON PROCEDURES ENGAGEMENT  
OF THE  
FORMER WASHINGTON COUNTY  
PROPERTY VALUATION ADMINISTRATOR**

**For The Period  
November 1, 2007 Through October 31, 2008**



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Independent Accountant's Report

Jonathan Miller, Secretary, Finance and Administration Cabinet  
The Honorable Margaret Platt  
Former Washington County Property Valuation Administrator  
Springfield, Kentucky 40069

We have performed the procedures enumerated below, which were agreed to by the former Washington County Property Valuation Administrator (PVA), solely to assist you with the accountability for statutory contribution receipts and disbursements, including capital outlay disbursements, city government receipts, recordkeeping, and leases and contracts for the period November 1, 2007 through October 31, 2008. This engagement to apply agreed-upon procedures was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the former Washington County PVA. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. Procedure -

Determine if the PVA has a receipts ledger, a disbursements ledger, and reconciles bank records to books each month. Re-perform the year-end bank reconciliation (October 31, 2008), for all bank accounts, to determine if amounts are accurate.

Finding -

PVA has a receipts ledger, a disbursements ledger, and reconciles bank records to books each month. The bank reconciliation for the year-end date of October 31, 2008 was re-performed and was accurate.

2. Procedure -

Confirm any and all payments by the city to the PVA. Compare recorded city receipts to confirmed payment amounts obtained from city governments. Also review the list of city receipts for completeness.

Finding -

Recorded city payments compared favorably to amounts confirmed by city governments. List of city receipts appears to be complete. Amounts traced to the receipts ledger and bank deposits.



Jonathan Miller, Secretary, Finance and Administration Cabinet  
The Honorable Margaret Platt  
Former Washington County Property Valuation Administrator  
(Continued)

3. Procedure -

Confirm any and all payments made by the fiscal court to the PVA. Compare the budgeted statutory contribution by fiscal court to the legally required amounts calculated by the Department of Revenue. Trace the fiscal court payments from the fiscal court statutory contribution budget account to the PVA's local bank account.

Finding -

Payments from Fiscal Court compared favorably to the legally required amounts calculated by the Department of Revenue. Payments were traced from the Fiscal Court statutory contribution budget account to the former PVA's local bank account.

4. Procedure -

Judgmentally select 15 disbursements from PVA records and agree amounts to cancelled checks, paid invoices or other supporting documentation. Determine if the expenditure is for official business. Review all credit card statements (if any) to determine if expenditures are for official business.

Finding -

Disbursements tested agreed to cancelled checks, supporting documentation, and were determined to be for official business. The former PVA did not use a credit card for official business.

5. Procedure -

Compare capital outlay disbursements with cancelled checks, supporting documentation, and proper purchasing procedures. Verify the location of newly acquired assets. Determine if assets were added to the PVA's Capital Asset Inventory List.

Finding -

Capital outlay disbursements compared favorably with cancelled checks, supporting documentation, and proper purchasing procedures. The location of newly acquired assets was verified. Assets were added to the PVA's Capital Asset Inventory List.

6. Procedure -

Scan vehicle lease agreements, personal service contracts, and professional service contracts for cost schedules and compare to actual payments. Determine if services received were appropriate, for official business, and properly authorized.

Finding -

Professional service contracts were reviewed and compared to actual payments. Payments were traced to the disbursements ledger and bank statements. Services were determined to be appropriate, for official business, and properly authorized.

Jonathan Miller, Secretary, Finance and Administration Cabinet  
The Honorable Margaret Platt  
Former Washington County Property Valuation Administrator  
(Continued)

7. Procedure -

Compare PVA's final budget to actual expenditures to determine if PVA overspent in any account series.

Finding -

Final budget was compared to actual expenditures and the former PVA did not overspend in any account series.

8. Procedure -

Determine whether collateral is necessary for the PVA's funds. If necessary determine if a collateral agreement exists.

Finding -

Collateral was not necessary for the former PVA's funds.

9. Procedure -

Determine whether timesheets are completed, maintained, approved, and support hours worked.

Finding -

Timesheets are completed, maintained, approved, and support hours worked.

10. Procedure -

Determine whether cash balances were properly transferred from former PVA to new PVA.

Finding -

Cash balances were properly transferred from the former PVA to the interim PVA.

11. Procedure -

For newly hired employees, during November 1, 2007 through October 31, 2008, of the PVA office determine if the Ethics Certification Form has been completed and is on file.

Finding -

The Ethics Certification Form for a newly hired summer employee was completed and on file.

Jonathan Miller, Secretary, Finance and Administration Cabinet  
The Honorable Margaret Platt  
Former Washington County Property Valuation Administrator  
(Continued)

12. Procedure -

Determine if the PVA's office was closed any day other than the state's approved holidays. If so, determine if the proper procedures and forms were completed.

Finding -

The former PVA's office was closed for one partial day other than the state's approved holidays. Proper procedures and forms were completed.

We were not engaged to, and did not perform an examination, the objective of which would be the expression of an opinion on the receipts and disbursements, including capital outlay disbursements, city government receipts, recordkeeping, and leases and contracts. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Property Valuation Administrator and the Department of Revenue and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Crit Luallen", with a long horizontal flourish extending to the right.

Crit Luallen  
Auditor of Public Accounts

November 5, 2008